



Procedure for Assessing RPL for Students enrolled in the Master of Clinical Psychology (Post Registration).

For general information regarding Recognition of Prior Learning, students are directed to consult the [TLP005-Recognition-of-Prior-Learning](#) in the first instance.

Students will need to submit a detailed application with appropriate evidence to support their case that their prior learning is equivalent in nature and scope to their studies in the clinical programs at the Cairnmillar Institute.

Appropriate evidence typically includes:

- Academic Transcripts showing successful completion of relevant units.
- Specific unit (or subject) guides from the student's previous institution, listing details such as learning objectives, assessment requirements, textbooks and contact hours for the unit/subject.
- Copies of all submitted written assessment tasks
- Additional evidence may be required for overseas study

Along with appropriate evidence, students are asked to also supply a brief statement as to why and how they believe their previous study is equivalent in nature and scope to their study at the Cairnmillar Institute.

Students should also select either an APAC Accredited Credit Transfer Form (for Australian study) or an RPL Application Form (for overseas study) with their application for RPL.

It is the student's responsibility to supply these documents to the Cairnmillar Institute.

Students who wish to apply for recognition of prior placement experience completed in an APAC accredited course need to demonstrate equivalence in terms of clinical supervision and practice and will need to provide any completed log-books that they have for this placement.

In accordance with APAC standards, students are not eligible to apply for RPL for previous work experience (i.e. any work experience that has occurred prior to acceptance into the clinical programs).

Submitted applications will be assessed by a panel, typically comprising the Coordinator of the Master of Clinical Psychology (Post Registration) and unit coordinators for the units in which requests for RPL are being made. Where necessary, this panel will also consult with relevant staff members at the Cairnmillar Institute, such as placement coordinators or Head of School, to help them determine the equivalence of particular aspects of the student's application. At this stage, the student may also be asked to provide further detail or clarification to help the panel reach its decision. After consultation with relevant parties, the panel will determine the suitability of the student's application in line with APAC and other relevant bodies. The Head of School will be informed of the panel's decision and the student will then be notified of the outcome. Students can appeal the panel's decision in line with the processes set out in the Advanced Standing and Recognition-of-Prior-Learning Policy. Information for students about how to apply for RPL is available here: <https://my.cairnmillar.edu.au/knowledgebase/applying-for-rpl-or-credit-transfer/>